The City of Grove City
Parks & Recreation Department

4035 Broadway, Grove City, Ohio 43123-0427
614-277-3050

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Mayor

Online Registration Instructions

1. Register for an online ID

In order to register online, you must create an online ID. There are a couple of ways to do this depending on if you've ever registered for a program.

If you're new to online registration, but not new to Grove City Parks and Recreation
If you've registered for any program with the Grove City Parks and Recreation Department in the past five years, the staff has already built a household for you so you do not need to create a new account. You do, however, need to let us help you sign up to register online. To request an online account, call the office at 614-277-3050 or complete and return the Online Registration Request Form to City Hall. Mailed request forms will be processed within two business days, and the office will e-mail you confirmation of your account. Phone registrations are completed while you wait during business hours.

If you're new to Grove City Parks and Recreation and have not registered online, by telephone, in person or by fax
If you have *not* registered for a program with the Grove City Parks and Recreation Department in the past five years, you will need to build a household account. You can accomplish this by visiting the Grove City website, completing and returning the Parks Registration Form and Online Registration Request Form to City Hall or calling the office at 614-277-3050.

To register from the website, visit www.grovecityohio.gov and find "Parks Online Registration" along the left side of the screen. A new screen will appear. Click "New user or forgot password? Click here for help." From there, new users should click "Need an Online Account (New to Online Registration and Parks and Recreation)." Complete the information about your household (red, asterisked questions are required) and hit "Submit."

You'll be prompted by a message that your household information was added. Hit "OK" to add additional family members and your birth date (required). Once the primary contact's birthday is added and you hit "Submit," you'll be able to "Add More [Family] Members" or finish. A confirmation e-mail will be sent within two business days.

Please note, there is a maximum two business day turnaround time from when an online ID is created and when you will be able to register online. The office must confirm all online registration requests ***so you may register for an ID and sign up for a program in the same sitting ONLY if you set up your ID by telephone during business hours****. Please plan accordingly.*

2. Sign in to the online registration portal

Once you have registered for an online ID, you will be able to sign in to the online registration portal with your e-mail address and password.

To get to the online portal, visit www.grovecityohio.gov and find "Parks Online Registration" along the left side of the screen. A new screen will appear. Once the e-mail address and password are entered, click "Sign In."

If you forget your password, go to the online portal and click the text "Forgot Password." Enter your e-mail address and security questions, then click "Submit." Your password will be sent to you via e-mail.

If you forget your sign-in e-mail address, please contact the office at 614-277-3050 or e-mail parks@grovecityohio.gov.

3. Find your activities

You may search for activities by activity number. Activities numbers may be found in the Source, Grove City's tri-annual activity guide. This book is available at City Hall, the Evans Center, the Grove City Library, the Grove City Area of Chamber of Commerce, the Grove City Welcome Center and Museum and online at http://parks.grovecityohio.gov/editor/files/departments/parks/source/theSource.pdf
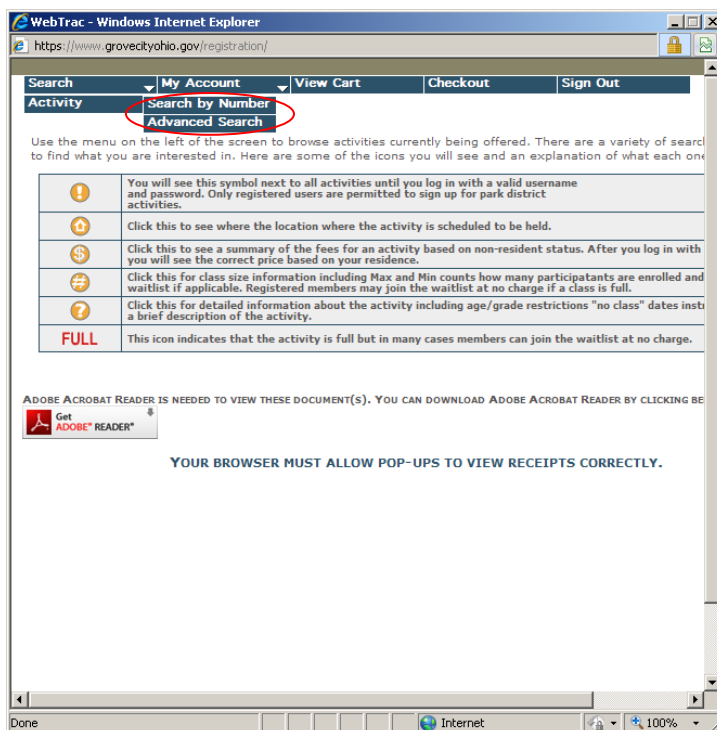
Hover the mouse over "Search," then "Activity" and click "Search by Number." Find the activity number of the class in which you'd like to enroll in the Source.

The system will allow you to type in the first six digits of the activity number. Once those numbers are entered, click "Search." All of the activities that begin with those six digits will appear. Click on the activity number of the class for which you'd like to register.

4. Sign up and pay for activities

Once you select the activity number from the list of classes, select the family member you'd like to enroll and click "Checkout." Please read and accept the terms and conditions to continue. From there, you'll get the message, "You have been enrolled in the Activity you requested. What would you like to do next?" You may choose to continue shopping, view shopping cart or proceed to checkout. Once you have selected all the courses in which you'd like to enroll, choose to proceed to checkout.

You will be assessed a summary of charges. Select the type of credit card with which you'd like to pay from the drop-down menu and click "Continue." Confirm or edit the cardholder billing information as needed and click "Continue." Complete the billing information form with the card number, expiration date and e-mail address and click "Submit Payment."

While your card is processing, DO NOT refresh or close the screen. Once the card has been processed, a confirmation page will appear. You have the option to print a receipt from this page. A copy will also be sent to the e-mail associated with the household account.

* After you register

If you would like to cancel your participation in a program prior to the start of a class, please call the office at 614-277-3050. At this time, class cancellations may not be done online.

You may always view a list of the classes in which your household has enrolled by clicking "My Account" on the main WebTrac screen and then "View My Shopping." There is also an option to reprint a receipt, if necessary.